

## DUTY STATEMENT

<i>Classification:</i> Energy Analyst	<i>Position No:</i> 5500-5837-050
<i>CBID:</i> R10	<i>Office/Unit:</i> Customer Programs
<i>Date Prepared:</i> August 5, 2015	<i>Division:</i> Renewable Energy Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (TED) in the Renewable Energy Division, the Energy Analyst will perform work of average difficulty in the field of renewable resources. The incumbent is expected to perform responsible, varied technical and analytical work. The incumbent will also serve as part of a multi-office team and will support activities of the Energy Commission's customer-side renewable energy programs such as the New Solar Home Partnership (NSHP), Senate Bill 1, and other renewable related activities including but not limited to data collection and analysis, collaborative efforts with federal, state, and local agencies. The incumbent will attend and participate in public workshops and guidebook revisions and adoptions, as well as assist in managing contracts, conducting studies and assisting staff to write reports for staff, management, and commissioners. The incumbent will coordinate activities with other stakeholders such as the renewable energy industry, the public, or other state, local agencies and organizations/ trade associations on related renewable energy programs.

### **WORKING CONDITIONS**

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

### **DUTIES AND RESPONSIBILITIES**

The Energy Analyst will analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the development and implementation of renewable resources. Specific duties include:

- 50% Assist in managing various renewable energy projects in the Renewable Energy Division including but not limited to with distributed renewable generation. The incumbent will perform tasks related to the New Solar Home Partnership Program (NSHP) and Senate Bill 1 Guidelines. Responsibilities will include the necessary analytical work to evaluate projects and accomplish project milestones and follow up

activities as necessary. Further responsibilities will include assisting in the preparation of project concepts, plans, and milestones. (E)

- 30% Provide help in collecting and disseminating information and data; assist in preparing and managing various renewable related contracts, studies, and reports to implement activities or projects that provide significant benefits to California and meet the policy and technical objectives of the Renewable Energy Division. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy and renewable technologies related to the various accounts under the Renewable Energy Program. (E)
- 5% Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy for program planning. (M)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

<b>I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.</b>	
<b>Signatures</b>	
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<div style="display: flex; justify-content: space-between;"> <span>Energy Analyst</span> <span>Date</span> </div>	<div style="display: flex; justify-content: space-between;"> <span><b>PAYAM NARVAND</b> Energy Commission Supervisor II (TED)</span> <span>Date</span> </div>